

**BRIEF INSTRUCTIONS  
FOR AGENCIES THAT HAVE PROPOSED CAPITAL PROJECTS\***

Shaded items (#5 and #7) can only be done by the designated Agency Contact.

1. **Go to the Capital Planing Advisory Board (CPAB) web page**  
([www.lrc.state.ky.us/statcomm/CPAB/homepage.htm](http://www.lrc.state.ky.us/statcomm/CPAB/homepage.htm))
  2. **Under 2006-2012 Capital Planning, click on 2006-2012 Capital Planning System.**
  3. **Under “Account Login” type your e-mail address and password, and click on [Login].**
  4. **On the SELECT PLAN page, click on [Select] to the left of Plan 2006-2012, Version 1.**
  5. **Respond to all questions on the Plan Checklist and click on [Save Changes].** (Only the individual who has been identified to the CPAB as the Agency Contact can access the Checklist.)
  6. **From the SELECT OPTION page, [Select] and complete each form listed under Forms-Background, Forms-Plan, and Forms-Ancillary Records.**  
(The forms listed here will be based on responses provided on the Checklist. They are the only forms the agency is to complete.)
  7. **From the SELECT OPTION page, under Agency Contact Functions, [Select] “Set Agency Level Priorities” to assign Agency Priority numbers to proposed projects.**
  8. **From the SELECT OPTION page, under Agency Level Reports, [Select] “View/Print Form Reports” to review and/or print the reports for the forms that have been completed.** (This function is for the agency’s convenience only. Hard copies are *not* to be sent to CPAB.)
  9. **From the SELECT OPTION page, under Agency Level Reports, [Select] “View/Print Validation Reports.” Then choose [View/Print] to see the report for each form listed.** The report will identify missing or otherwise problem data in the form as currently completed. All “Validation Errors” listed on each report (as described on the "Message Explanations" report) must be corrected before moving to the final step, which submits the agency plan to CPAB.
  10. **For agencies whose plans are submitted at the cabinet level, the Cabinet Contact is to be notified when the agency plan is complete in order to handle the cabinet prioritization and submit functions.**
  11. **From the SELECT OPTION page, under Submit Plan, [Select] “Submit Plan to CPAB.”** After ensuring that all of the required validations have been completed, the system will notify CPAB that the agency’s plan has been transmitted electronically and prompt the user to print the “Transmittal Notification.”
- (At this point, the agency’s plan will be “read-only.” Changes cannot be made until the agency has been notified that the initial review by CPAB staff has been completed.)*
12. **Forward (via USPS or messenger) the signed “Transmittal Notification” to the CPAB office.**

\*Proposed Capital Projects are items that meet any of the following criteria:

- Capital construction with an estimated cost of \$400,000 or more.
- Equipment items with an estimated cost of \$100,000 or more (postsecondary education scientific or research equipment is to be submitted for 2006-08 only).
- Information technology system with an estimated cost of \$400,000 or more.
- State-administered grant/loan program included in the capital budget.
- Court facility where the annual use allowance for new or renovated space is \$200,000 or more.